

☐ Emergency Placement☐ Non-emergency Placement**INFORMATION CONCERNING BACKGROUND CHECKS***This page to be presented by DCS to the primary caregiver in the household*

I understand that the Department of Child Services (DCS) is required to conduct a background check before placing a child in my home. For that reason, I am providing information about myself and any children under age 18 living in my home. I understand that this information will be used only for this purpose and will not be disclosed to anyone except as necessary to the completion of these procedures. The checks will include the following sources:

- 1) Limited criminal history data maintained in the records of the Indiana State Police.
- 2) Juvenile history data maintained in the records of the Indiana State Police that has not been sealed under Indiana law.
- 3) A national fingerprint-based criminal history background check through the FBI, including an initial name-based check if this is an emergency placement.
- 4) A check of child protection services records maintained by the department, any county office, or any agency in another jurisdiction where I have resided, regarding any substantiated finding of child abuse or neglect.
- 5) Any adjudication by a juvenile court for a delinquent act that would be a crime if committed by an adult.
- 6) A check of the sex and violent offender registry for Indiana or any other state.
- 7) A check of local police records.

I understand that I and everyone aged 14 and older living in my home must be fingerprinted and that **I must notify the DCS family case manager when this is complete by returning a copy of this form that has been signed by law enforcement personnel.** I understand I can be fingerprinted at a nearby Indiana State Police post or the following local law enforcement office(s):

If this is an emergency placement, I further understand that if I fail to provide a signed copy of this form by _____ (date and time within 72 hours), and children have been placed in my home, the local DCS office will **remove the children from my home.**

I understand that if any of the checks conducted by DCS reveal a record, the DCS local office can give me a copy of the report (if I am the subject of the report or the parent/guardian/custodian of the subject of the report), unless the report was generated from Indiana State Police (ISP) or FBI records. I understand I cannot see the DCS copy of reports that came from ISP/FBI records, but can follow the processes for appeals (see "National Criminal or Juvenile History Appeals" below). I will be entitled to obtain a prompt determination of the validity of any challenge to a report that I initiate before a final determination is made regarding denial of a child's placement based on the report.

National Criminal or Juvenile History Appeals: The subject of a record may initiate a challenge as to the accuracy/completeness of any entry on his/her record by appearing in person at ISP headquarters to be fingerprinted to verify identity: Records Division, Indiana State Police, Indiana Government Center North, Room N302, 100 North Senate Ave., Indianapolis, IN 46204; Phone: 317-232-8262. The individual will then receive a copy of his/her report. For Indiana entries on the report, challenges should be directed to ISP. For federal entries on the report, challenges should be directed to: FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod. D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306. **All Other Criminal/Civil History Appeals:** Local DCS office will provide contact information for the appropriate agency.

TO BE COMPLETED BY LAW ENFORCEMENT PERSONNEL AT THE TIME OF FINGERPRINTING

Printed name: _____ Title: _____

Signature: _____ Date: _____

Name/location of LEA facility: _____

My signature (above) indicates the following individuals were fingerprinted:

- | | |
|----|-----|
| 1. | 7. |
| 2. | 8. |
| 3. | 9. |
| 4. | 10. |
| 5. | 11. |
| 6. | 12. |